

29605/18/06

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: SENIOR AIRPORT OPERATIONS SPECIALIST**

**DEFINITION**

Under general supervision, to supervise and participate in a variety of duties in the maintenance, operations, and administration of airport facilities; to provide technical staff assistance; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this class work under general supervision and exercise independent judgment in the performance of a variety of complex and difficult airport maintenance and operations duties with only occasional instructions. Incumbents are expected to assist in the responsibility for program administration usually involving the supervision, training, and evaluation of subordinates and budget preparation and administration.

**REPORTS TO:** Airport Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Airport Director. Exercises general supervision over technical staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Schedule, assign, supervise, and participate in airport maintenance, airline operations assistance and custodial work.
- Requisition materials, supplies, and equipment; maintain inventory and records of materials and supplies used.
- Collect and account for airport landing and tie-down fees.
- Inform aircraft owners and operators of violations and infractions of flight and ground rules.
- Supervise and participate in the inspection, maintenance and repair of airport buildings, building fixtures and field facilities.
- Use and maintain a variety of hand and power tools and equipment.
- Assist in budget preparation and administration.
- Complete and maintain a variety of records and reports.
- Supervise aircraft refueling operations.
- Supervise and participate in field maintenance activities.
- Operate and train others in the operation of crash and rescue equipment and procedures.
- Supervise, train, and evaluate subordinates.

## QUALIFICATIONS

### Knowledge of:

- Methods, practices, tools, and equipment used in the maintenance and repair of airport facilities.
- Safe working practices and procedures.
- Mechanical, electrical, and custodial maintenance practices and procedures.
- Airport, airline and aircraft operations.
- Record keeping and reporting procedures.
- Principles of supervision, training, performance evaluation, and budgeting.

### Ability to:

- Plan and schedule work.
- Perform semi-skilled and skilled work in a variety of building and grounds maintenance work.
- Understands and carry out oral and written instructions.
- Prepare and maintain records and reports.
- Supervise, train, and evaluate subordinates.
- Work overtime as required.
- Hear in normal range in order to monitor radio traffic.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Three years' experience in the operation, maintenance, and repair of airport facilities, grounds, structures, and equipment.

Experience: Equivalent to the completion of the twelfth grade.

**MEDICAL CATEGORY:** Group 2

### NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Senior Airport Operations Specialist

**TO:**